

GrummanWorld

Volume 8, Number 20

Our Employees Are Our Major Shareholders

October 27, 1989



Trainer To Come. Grumman recently received a contract to produce a trainer and a comprehensive training course to teach Egyptian Air Force students to fly the E-2C. Egypt has five E-2C's.

Grumman To Build E-2C Tactics Trainer For Egyptians

Grumman has received a Department of Defense contract to produce a trainer and a comprehensive training course to teach Egyptian Air Force students to fly the Grumman E-2C. The order is worth nearly \$23 million.

A major part of the program is the construction of an E-2C tactics trainer for the Egyptian Air Force. This trainer will be similar to the trainers used by the U.S. Navy's east and west coast air wings.

Engineering drawings of parts that are unchanged from those used to build the U.S. trainers have been released to production and the tactics trainer is expected to be completed in April 1992. Work on the trainer will be done in Bohemia, Long Island.

Grumman will also train Egyptians in the use and maintenance of the trainer. The company will complete work on the contract in January 1993.

Three States, Two Days, One Message: Grumman Will Grow With GQ

MACON, Ga., October 17, 1989 — The jet's wheels let go of the runway and the Grumman Gulfstream headed toward Bethpage, ending an important campaign trip. Like politicians on the stump, members of Aircraft Systems Division's GQ steering committee spent yesterday and today on a jet-age, whistle-stop tour

of Grumman sites to deliver one very important message: GQ is Grumman's future. It is a change in the very foundation and culture of Grumman, and it is here to stay.

The campaign began early yesterday when the jet left foggy Bethpage and flew into hot, sunny Houston, on the tail of Hurricane Jerry. Sent by division President Pete Oram, steering committee members on board were division vice presidents Vinny DeStefano, Norm Reinertsen, and Bob Watson, directors Fred Arlotta, who is the chairman of the steering committee, Ken McSweeney, George Tomlinson, Tom Forbes, and Mike Vecchia. Dean Cassell, Grumman vice president and head of the company's GQ effort, was also along.

"We went on this trip to brief our production sites on the status of the GQ process in Aircraft

Systems and give them an opportunity to tell us what they have done with GQ," DeStefano said. "But what's equally important, on this visit we wanted to demonstrate that management is committed to GQ." Dean Cassell said, "We are not coming around to sign their GQ report cards. We are here to talk to the people and enhance the GQ process."

The steering committee had little time at each site. After a couple of hours in Houston, they jumped back on the plane and flew across the Gulf of Mexico to Stuart, Florida, where Mohawks are upgraded and assemblies for the E-2C and F-14, and several major subcontracts, are built. The day shift was ending when they arrived, so they discussed the GQ campaign with the Stuart team first thing this morning. By 10 a.m. they were back on the plane, flying toward Grumman's composite manufacturing facility in Milledgeville, Georgia.

Fred Arlotta told his hosts at all three sites about the division's GQ history and accomplishments and explained some of the lessons that were learned. He also gave a status report on the division's efforts. Standing in Houston's GQ training room, with pictures of that site's GQ training classes on a wall behind him, Arlotta said, "Aircraft System has 24 facilitators trained. We now have 53 quality action teams in place. By the end of 1989, 3,000 people in the division will be trained. In 1990 we will train another 9,000 and finish our training in 1991."

As Cassell said at one point in the trip, "Getting GQ going in Aircraft Systems was like trying to move an elephant. That's hard at first, but once it starts running you better get out of its way."

The steering committee learned that each site's GQ program has developed a momentum of its own.

Houston General Manager Jim Reinhartsen said, "We are believers in GQ and we are glad

(Continued on page 3)



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Procurement Backlog Is Decreased Thanks To Action Team's Solution

The Corporate Services GQ Steering Committee was convinced that it took too long to get purchase orders through the approval cycle. So, in late 1988, Procurement's GQ action team no. 1 was formed to see if it could speed things up.

The team made a number of subtle changes in the process and cut as much as two weeks from the cycle. Carl Drewry, the team leader and deputy director for Procurement Policy and Systems says, "The team looked at everything we do in Procurement."

Half of all the money Grumman receives for government work passes through Procurement to buy systems, materials and services.

Grumman buyers issue 140,000 to 150,000 purchase orders each year. To prepare complex, high-value purchase orders, a buyer has to satisfy a three-page long checklist of required forms and



Looking Over The Paperwork. Procurement specialist Marian Rogers, who works in Building 30 in Bethpage, verifies that all the right documents are included in a purchase order folder. Grumman buyers prepare nearly 150,000 purchase orders each year. Every one has to conform to a slew of government and company regulations. (Photo by Harry Prodromides)

purchase order is returned, with a "gig sheet" that shows what needs to be corrected, to the buyer.

A lot of people blamed the procurement specialists for the slowness of the system, says specialist Mike Galotola. "The GQ team found that wasn't the case at all."

The GQ team found 14 different bottlenecks that slowed the process. "The time it took to fix a purchase order was the real culprit," says Drewry.

The problems ranged from poor documentation to managers' disagreements over guidelines. On subsequent reviews, different specialists saw other problems in the same purchase orders, causing the orders to loop around the approval cycle several times. Priority purchase orders often got lost in the pile and supervisors had no way to monitor the big picture.

A major slow-up occurred every time a federal regulation was changed. Grumman made it effective immediately for every purchase order in process. "There is nothing more frustrating than putting a good purchase order together, then have it come back because it didn't have some clause, which I didn't know was on the books," says buyer Paul McGuire.

The gig sheet also mixed mandatory fixes with suggestions on how the buyer could improve the purchase order. That was confusing. What had to be fixed and what didn't? Buyers wasted time making unnecessary changes, and their professional pride was hurt when they were told how to

changes, or if they need some training.

"I'm finding our comments are a lot shorter now," Galotola says. "It takes me less time to review a package and many items can be corrected with just a phone call."

The GQ team made other changes. Federal regulation changes now get effective dates. Purchase orders already in the pipeline generally aren't affected and everyone has time to learn the new rules.

Procedural ambiguities were corrected to make interpretations common.

Gig sheets now spell out what is a mandatory change and what's a suggestion for next time. The team also had the legal department set up a special area for priority purchase orders.

"The turnaround time between the buyers and the procurement specialists used to be weeks," says Galotola. "Now it's only days. The relationship between the two groups is better."

"What was great," McGuire says, "was that the changes were made without any disruption. The supervisors just said 'From now on we're going to do this' and everything went smoothly. The way they made the changes was the right way."

"And we are still improving," says Galotola. "It's not over yet."

Priority purchase orders often got lost in the pile and supervisors had no way to monitor the big picture.

paperwork. The purchase order file and supporting documentation can amount to a stack of paper anywhere from an inch thick to the size of several Manhattan telephone directories. Who makes sure everything's there and correct?

"About 20 years ago, Grumman created the job of procurement specialist," says Drewry. "It's the specialist's job to know the approval process, the procedures and the federal regulations. All purchase orders above \$100,000 must go through them."

Procurement specialists are to buyers what editors are to writers. Procurement specialists make sure the purchase orders conform to the law, they look for all the proper contractual requirements and certifications, and even critique the way orders are written.

The specialist checks each purchase order over \$100,000. Whenever there are omissions, the

write their purchase orders.

After analyzing all those problems, the GQ team initiated some solutions last March.

Now, when procurement supervisors review the gig sheets, they can quickly determine if the buyers aren't getting enough information about regulation



Boat Builder. In Grumman's Marathon, New York, facility, Betty Babcock builds part of a Grumman canoe on a Briss Press. Grumman Boats turned out over 7,000 of these popular vessels last year. (Photo by Bob Setles)

Aircraft Systems Spreads The GQ Word

(Continued from page 1)

for the opportunity have this exchange with the Aircraft Systems steering committee."

Facilitator Dave Kirkley said that Houston has three action teams working on problems. Two problems have already been solved; one has to do with scrap materials and the other with redundant paperwork. Kirkley said, "Our next goal is to train three more action teams."

Houston already trained more than half of its 425 Grummanites. "We're right on schedule to finish by the end of the year," Kirkley said. "We have training sessions two times a week and when people leave those sessions they are pumped up. They're ready to solve some of the problems we have."

At Stuart, Vice President Bob Watkins said he's become a GQ believer. "The changes the three teams made are major — with a capital 'M' — improvements in the way we do things."

For example, assembly kits were a problem. Stuart's first action team analyzed 3,000 kits and found 271 had errors. Some kits were short parts, others had too many parts or some of the wrong kind.

The quality action team did several things to get kits right. Quality Control began to do random sampling of the kits and a training film was produced for the Materials Operations people. The result? Errors in kits went from over 200 to nearly zero by August.

Teams working on problems of redundant reports from budgets and industrial engineering and FOD (foreign object damage/debris) had similar results.

Stuart has several more problems picked that new teams will try to solve. Facilitator George Lambert said that 389 people in Stuart will be trained in the process by the end of this year. By June 22, 1990, the entire team of over 1,000 people will have been through the course.

Milledgeville had been leaning in the direction of GQ for a few years now. General manager Tom Main said, "Our work force was very interested in getting involved in how their jobs were done."

Seeing a need to put a quality

commitment in writing,

Milledgeville prepared a mission statement similar to the one Grumman instituted last year.

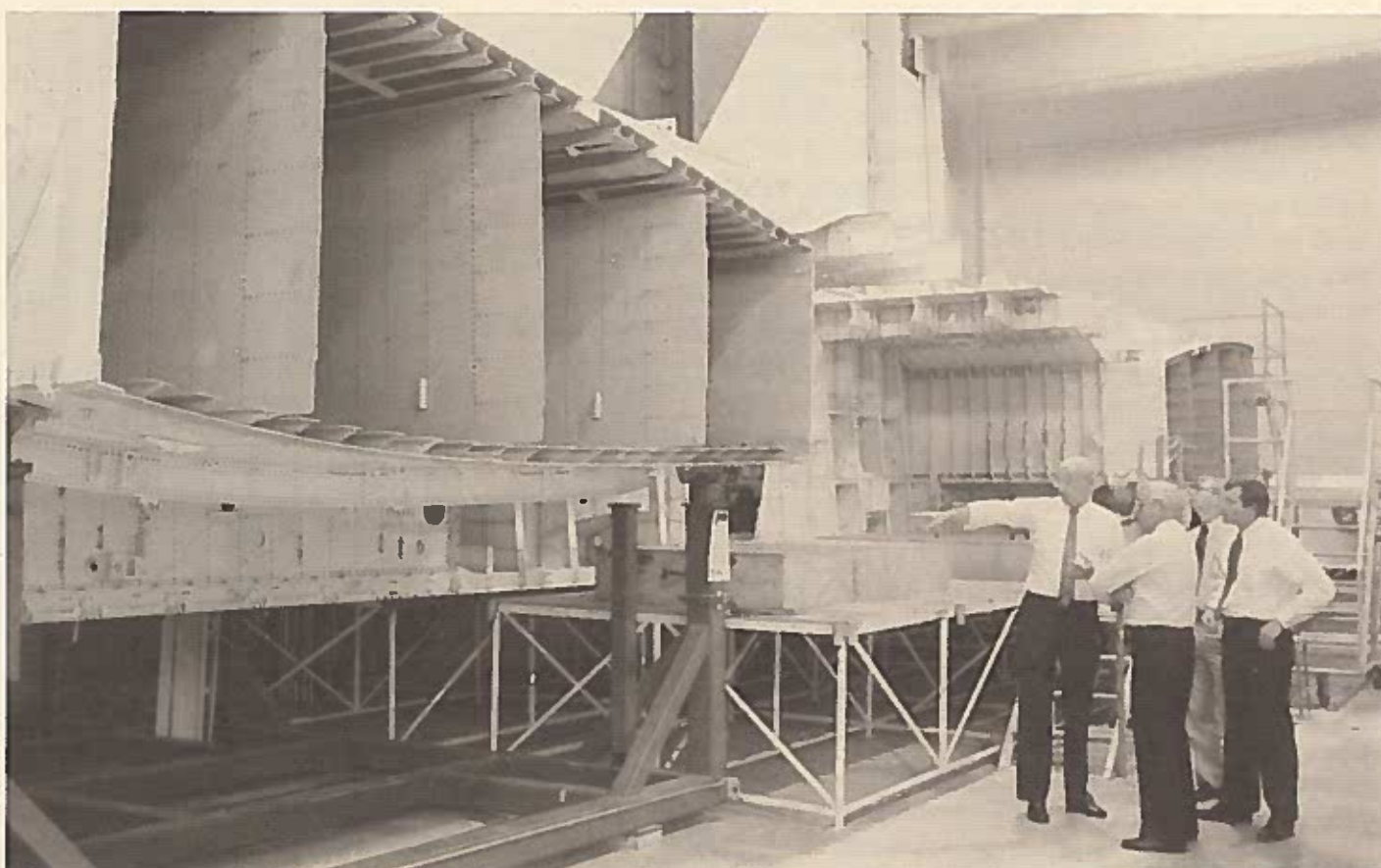
Main pointed to a copy hanging on the wall of the room his team uses for GQ training. "We put in a part about maintaining a responsibility to our customers," he said. Satisfying internal and external customers is the purpose of GQ.

Facilitator Russ Myers said Milledgeville is now training about 40 people a week and has seven teams working on problems. "People believe this program is here to stay." He said they leave the training sessions wanting to make changes.

As the Gulfstream is winging its way back to Bethpage, DeStefano said, "We accomplished what we set out to do. By going to our production sites with no other purpose but to enhance the GQ process, I am confident that we are working in a common cause to support the Grumman Quality process. We all agree that the program is critical to the success of the company."



Whirlwind Tour. Tom Main (second R, above) explains the work of Milledgeville Operations to steering committee members (from L) Bob Watson, George Tomlinson and chairman Fred Arlotta. At left, Houston facilitator Dave Kirkley makes a point about GQ while, below, Stuart's Bob Watkins (L) discusses a Boeing 767 center section with (from R) George Tomlinson, Tom Forbes and Ken McSweeney.



**Next Issue —
Grumman
World —
November 10**

Grummanites, Educators Exchange Ideas

"There's nothing like having a person who actually works in a technical field come in and talk to the kids about his or her job," said Jim Gallo, science department chairman at Walt Whitman High School, Huntington, Long Island.

He was one of the guest speakers at a recent overview of Grumman's Partners in Education program. About 75 people attended the meeting, including Grummanites and New York area educators.

Currently, 25 school districts on Long Island and four schools in New York City are involved in Partners in Education, as well as schools in Milledgeville, Georgia; St. Augustine, Stuart and Titusville, Florida; and Salisbury, Maryland.

"As a good corporate citizen, we must play a strong participative role in our schools," said Data Systems Vice President Bill Rizzardi.

Roseann Smith, manager of School Programs for Grumman, said, "The school takes the initiative and puts together a proposal of what it wants to do. Grumman evaluates it and, if possible, accommodates those needs."

Gallo teaches aviation and other

courses at Walt Whitman. A half dozen Grummanites are mentors at this school of 1,700. They meet with the students after school to help them with their homework and projects.

"I've spoken to retirees about coming into our classes to talk about their work on the Lunar Module and other programs," said Gallo. "Through Grumman engineer Mike Mangino, we took some kids on a tour of the Integrated Logistics Support lab in Melville. Grumman also helped us organize trips to the Intrepid and the Smithsonian museums. I want to reach all of our students in one way or another.

"We also work on staff development — technical people from Grumman discuss their work and new concepts with the teachers," he said. "Most of my teachers have been out of college at least 20 years — it's a revitalizer for them."

Two newcomers at the program were Lisa Harris of the Wyandanch School and Business



Sharing Their Know-how. About 75 Grummanites and New York area educators recently received an overview of Grumman's Partners in Education program. (Photo by Bob Settles)

Alliance, and Alonzo Shockley of the Amityville School District. "We have cooperative programs between Wyandanch High School and companies such as Newsday, Underwriters Laboratories, and European American Bank," she said. "We want to start something similar with Grumman."

Shockley coordinates federal and state programs for his district. "We're definitely interested in what Grumman has to offer," he said. "We'd like to have mentors for both the junior and senior high school level. There is a real need for programs like these in the public schools."

Bakers Delight At New Route Star Truck

LAS VEGAS, Nevada — Four Grumman Olson Route Star delivery trucks were popular attractions at the International Baking Industry Exposition, held here September 15-19.

About 30,000 people attended the show, which is held every four years by the American Bakers Association. Three of the Grumman trucks bore the insignia of the baking companies that now own them: Campbell Taggart, Inc., Continental Baking Company, and Gai Baking.

Those customers placed their initial orders when Grumman Olson unveiled the trucks in June. Full-scale production is just now beginning at Grumman's Sturgis, Michigan, facility. Grumman Olson has taken orders for over 300 Route Stars to date.

"It was a great show," says Andy Larson, director of Marketing for Grumman Olson. "These shows don't involve a lot of hard selling, but we made several sales right on the show floor. Plus, we have many other leads to follow up on.

"Campbell Taggart, Continental, and Gai took delivery right after the show," says Larson. "Having their trucks at the show is a promotion for them as well. It's always been our practice to display customer units whenever we can."

The customers who placed orders at the show included: Barbara's Bakery, Des Moines, Iowa; Gourmet Baking Company, Las Vegas, Nevada; San Luis Sourdough, San Luis Obispo, California; and Foix French Baking Company, Los Angeles, California. In addition, Gai Baking, which had ordered just one truck, finalized its purchase of 23 more.

"This show is good for us because we do very well with the baking industry — it's where Grumman got started in the truck-body business," says Larson. "At a show, you see a lot of customers in a short period of time."

Visitors liked the Route Star's new aerodynamic look as well as its composite engine box cover. The cover has built-in features such as a cup holder and space for a clipboard and pen/pencil holder.

"Owners of both large and small truck fleets are concerned about driver safety and comfort these days," says Larson. "There's a payback from such features: increased driver efficiency."

Visitors also responded favorably to the Route Star's seat belt, the only three-point lap/shoulder belt offered on this type of truck. "Fleet owners like the added safety," says Larson.



Colorful Show. These new Grumman Olson Route Star trucks were at the recent International Baking Industry Exposition in Las Vegas. The vivid desert scene in the truck on the right is the handiwork of Grummanites who work in the paint shop at Grumman's Sherman, Texas, plant — Mark Armstrong, Gerald Hickock, and Ron Wheeler.

Personals

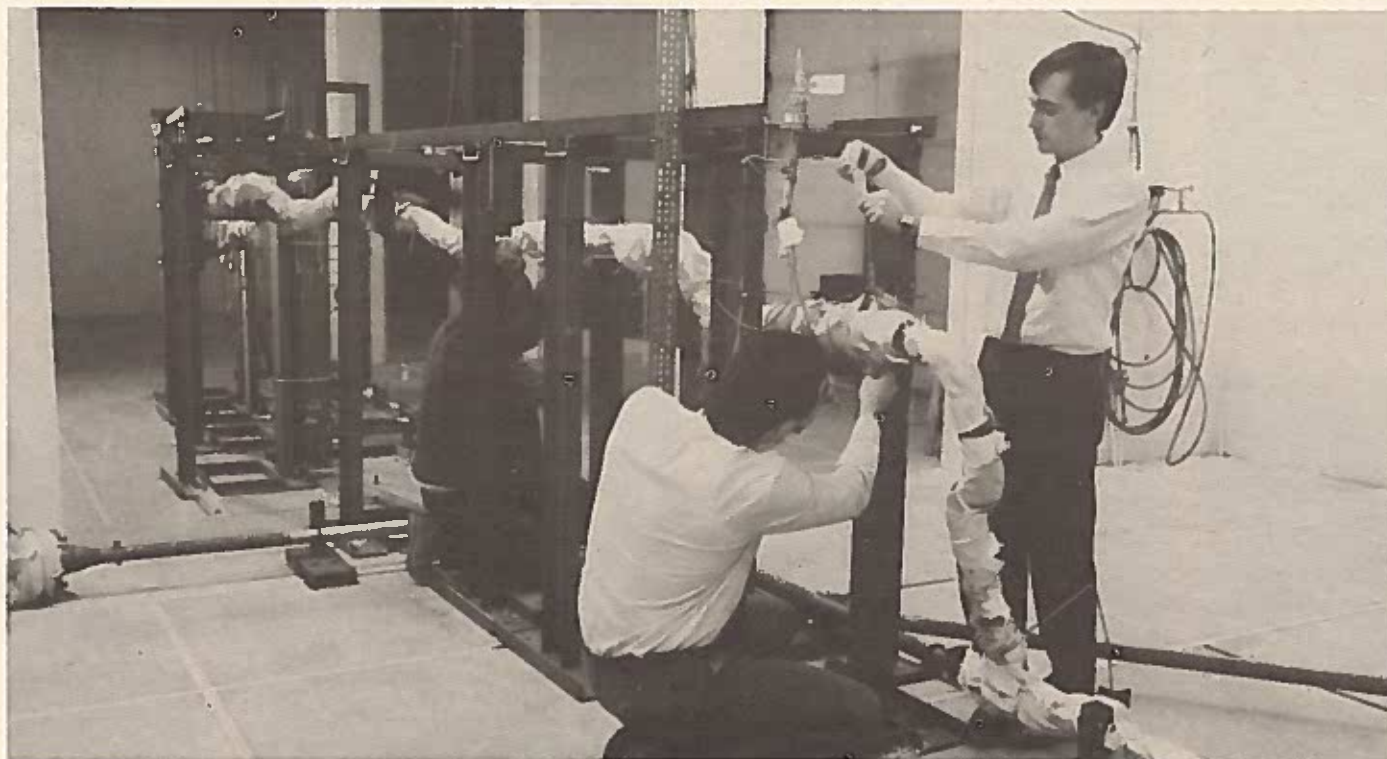
My family and I wish to express our sincere thanks to all the Grumman personnel both in Florida and Bethpage for their cards, flowers, visits and kind expressions of sympathy and support in the recent loss of my mother. **Mike Lenzo**

The family and I would like to express our sincere thanks to all our friends at Grumman for their kind expressions of sympathy during the sudden passing of my brother Robert. **Gerry Saulter**

My family and I wish to extend our sincere appreciation to all our Grumman friends for their kind expressions of sympathy during the recent loss of my father. The mass cards, flowers and your prayers were of great comfort to me and my family during a difficult time. We all thank you very much. **Roy Montana**

We wish to extend our sincere appreciation and thanks to all of our friends and co-workers at Grumman for their expressions of sympathy, kindness and support shown during the recent loss of our father Michael.

Roseanne, Michael and Linda Maglione



The Best By Test. Engineers Frank Davis (R) and Tom Hurd help set up a Grumman aircraft's bleed line in one of Building 31's new test cells. They want to learn if it can take the high pressures and temperatures of flight. The Environmental Systems Test Center gives Grumman designers some of the most advanced test capabilities available.

Long Before A Unit Takes Off, It's Tested On The Ground In Bldg. 31

The Grummanites in Building 31 in Bethpage are always trying to break things. It's their job to find out just how tough and operationally sound vital parts of Grumman products are before they go into production. "We think it's the best test environment available in the industry today," says Doug Koubek, manager of the Test and Evaluation Department's Environmental Systems Test Center.

Grumman designers have some

of the most advanced and sophisticated equipment at their disposal in Building 31. They can run development, qualification and systems demonstration tests at all stages of their project's development — from breadboard units to production units.

Inside one part of the building, test and instrumentation engineers and manufacturing technicians study the operation of aircraft bleed lines. These are elaborate networks of pipes that bring hot

engine air, often at very high pressure, to various parts of aircraft.

The power of the air being forced through these lines is awesome. "If bleed lines let go in flight, you can lose a crew and a \$30 million airplane like that," Koubek says as he snaps his fingers. For that reason, special precautions are needed to protect the people who run the tests and the lab itself.

"There is no steel in the test cells, which are the rooms where we do the tests," Koubek says. Windows have double bullet-proof glass. Tests on the bleed lines are run from a central, computerized control room. The walls are made of sand-filled cement blocks. Poured concrete is used for the floor braces instead of steel. If the walls were steel reinforced, the heat from the test air — sometimes reaching 1200°F — would cause uneven expansion between the concrete and the steel. Moreover, the noise of the air escaping from a broken line is as loud as the scream of an A-6 engine and would make the steel vibrate. Either condition would crack the walls. However, outside the building, the passing cars are noisier — thanks to a sound deadening system through which the test cell's air is vented.

Building 31 also houses environmental test laboratories. "Here we simulate what's going to happen to components or subassemblies as if they were operating in a vehicle," says Koubek, "They can be as small as transistor radios or as big as the

24-foot long Joint STARS radar antenna."

Inside a huge bay are machines shaped like barrel halves. They're called shakers. If you have an instrument and you want to know if it can take the beating it will get inside a fighter plane, bolt it to a shaker. The shaker will rattle it like a maraca. The center's engineers tested the huge Joint STARS antenna by bolting one end to a frame and putting a shaker at the other end of the long assembly.

Also spread around the bay are several cabinet-like environmental chambers. "In some of these chambers we can simulate temperature changes, humidity, and altitude," he says. For a realistic environment, shakers can be operated inside the chambers.

"Inside the smaller chambers we've been doing a lot of work on some elements of the space station," Koubek says. The habitation module is Grumman's responsibility under a subcontract to Rockwell. "For example, we've tested a grease that is going to be used as a thermal interface between two surfaces."

In addition to the two main test areas, there are other, smaller test labs. In one, the center's technicians built an ammonia test stand to run stress tests on space radiator systems. In another, they shoot flame at composite panels to learn how much the panels can withstand.

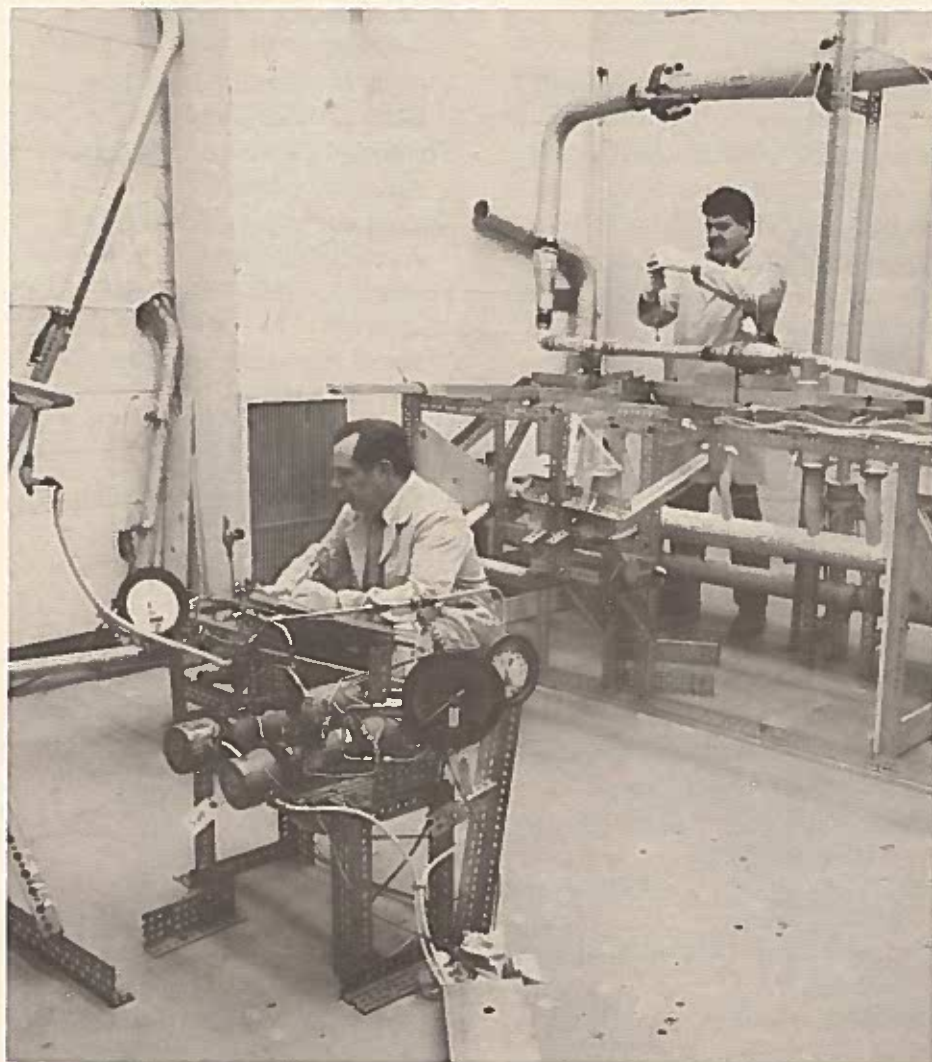
The center also has a group in Building 14 who operate the Mechanical/Hydraulic laboratory. There, entire aircraft flight control and hydraulic systems can be simulated and components bench-tested.

The Environmental Systems Test Center is available to all Grumman designers. "This test center is new and we have some of the best equipment available in the country," Koubek says. To find out more about the center, call Koubek at (516) 346-3375.

Don't Forget To Write Home

If you've been transferred, moved to a different department or if you made any change that means you have a new mail stop and phone number, let Telecommunications Services know. The only way Grumman's telephone directory can be kept accurate is if Grummanites themselves report any changes.

To report a change, call 575-3369 and ask for a telephone change card. When you get it, fill it out and return it to Telecommunications Services.



Setting Up. Instrumentation engineer Pete Sciarabba and technician Dennis Wahmann prepare some bleed lines for a test. (Photos by Harry Prodromides)



M. Allen



G. D. Alpers



J. W. Arnold



E. A. Behnke



W. Beichle



K. J. Bell



D. W. Bradley



R. Brand

Service Milestones

45

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William McLean, Montgomery, Allied

40

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William L. Horney, Bethpage, Aircraft Systems
Fred W. Ligon Jr., Bethpage, Aircraft Systems
Ernest E. Maxey, Bethpage, Aircraft Systems
Richard T. Moebs, Bethpage, Aircraft Systems
Donald F. Oehl, Los Angeles, Aircraft Systems
Edward M. Raab, Bethpage, Aircraft Systems
John W. Zito, Bethpage, Aircraft Systems

35

Julius F. Aversa, Bethpage, Corporate Services
Joseph J. Bundy, Los Alamos, Space Systems
Richard H. Christoffer, Bethpage, Corporate Services
Paul J. Damico, Bethpage, Aircraft Systems
Edmund K. Detlefsen, Calverton, Aircraft Systems
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Clifford R. Heitman, Calverton, Aircraft Systems
Richard T. Inman, Woodbury, Data Systems
Edward J. Kennelly, Bethpage, Aircraft Systems
Alfred M. Whitehurst, Bethpage, Aircraft Systems

30

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Jacques M. Crouzet-Pascal, Bethpage, Aircraft Systems
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Robert Gawlik, Bethpage, Aircraft Systems
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J. A. Ciocca



G. E. Cotter



C. F. Crofts



A. J. DeMarco



M. L. Farkas



I. Frank



D. F. Fries



J. E. Glover



T. M. Gray



T. E. Grimes



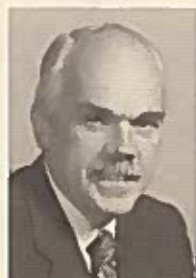
G. P. Hagan



H. J. Holzwarth Jr.



C. J. Jenal



J. A. Kaline



N. Kameno



H. F. Kasten

Aircraft Systems
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Gerald P. Scannapieco, Bethpage, Aircraft Systems

25

Mike Allen, Sturgis, Allied
Gordon D. Alpers, Melville, Aircraft Systems
Jack W. Arnold, Stuart, Aircraft Systems
Ernest A. Behnke, Melville, Aircraft Systems
Walter Beichle, Bethpage, Aircraft Systems
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S. LaCarrubba



R. E. Lowell



K. Lowry



G. S. Martinis



A. Maus



C. A. McGhee



E. C. McGovern



N. S. Meyers



Q. Mohr



B. Morgan



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C. E. Plumer



J. Polasek



S. Rauch



J. A. Recca



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R. W. Schlemel



J. B. Seidel



C. M. Seymour



E. T. Shea



J. A. Sullivan



R. H. Tindell



J. F. Toomey



J. F. Ulshafer



C. W. Walters



J. M. Watson



I. H. Zuckerman



R. F. Bries

Corporate Services
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Runyon H. Tindell, Bethpage, Aircraft Systems
John F. Toomey, Bethpage, Aircraft Systems
Jonas F. Ulshafer, Stuart, Corporate Services
Charles W. Walters, Los Angeles, Technical Services
Joanna M. Watson, Bethpage, Corporate Services
Irving H. Zuckerman, Melville, Aircraft Systems

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Norine Lyons
Director - Corporate Publications
575-3720

Kathleen Housley
Editor — 575-3293

Associate Editors
Chuck Martin — 575-8999
Bob Sample — 575-5118
John Vosilla — 575-5119

Bernadette Gately
Editorial Assistant — 575-4334

FAX number: (516) 346-9614

You Can Get Informed About World Affairs

You now have an opportunity to become better informed about global events.

Grumman has a program called Great Decisions, part of a nationwide network of foreign policy discussion groups. And although 250,000 people participate in such community groups, Grumman is one of the few companies in the U.S. to host such a program.

Participants meet once a week for about 14 weeks, starting in early January. Last year, there were groups in Bethpage and Melville — this year, meetings will also be held in Calverton and Great River.

On the form, you should indicate a preference for Tuesday, Wednesday, or Thursday evenings. Meetings begin right after work.

The topics for 1990 include: the U.S.S.R. and eastern Europe; the changing global economy; war or peace in Central America; Vietnam, Cambodia, and the U.S.; Third World arms sales; the United Nations; the Palestinians; and global warming and the environment.

Usually, two meetings are devoted to each topic. Then, the participants record their opinions on a ballot. This is tabulated by

the Foreign Policy Association, which puts together an annual report for America's political leaders.

You get, free, a Great Decisions briefing book. Each chapter contains an article about a particular subject, views of current administration officials and their critics, and suggested readings.

"Great Decisions helps you make informed decisions and lets you make your opinions known to policy makers," says Jacques Graff, who will be the facilitator for the Calverton group.

In 1989, a mock debate was one highlight of the Melville group facilitated by Ed Westley. The discussion centered on Latin American debt, and group members played the roles of people involved in the issue (Treasury Secretary James Baker, for one). After researching the views of their assigned subject, participants presented those views at the next meeting.

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Grumman Volunteers Help Repair Hugo's Ravages

Grummanite Frank Berlangero was so struck by the devastation he saw in a television news report from the town of Awendaw, South Carolina, that he decided to personally help with repairs. Awendaw, a tiny community just northeast of Charleston, bore the brunt of Hurricane Hugo and sustained the highest tidal surge—almost 20 feet—of any populated area.

"It really got me when the reporter was talking to an old woman whose roof had been blown off," says Berlangero, a Flight Test Engineering Aide in Calverton. "She was alone and, several days after the storm, she still had no one to help her. I decided then and there to volunteer to help the elderly and disabled around Charleston who had no insurance."

Berlangero, who has extensive carpentry experience, discussed his plans with his friend Debbie Kwak, a safety representative from Building 5 in Bethpage. He was so enthusiastic that she decided to volunteer, too.

After arranging for time off, they loaded his pickup truck with a 4,000-watt generator, a 20-inch chain saw, a table saw and assorted hardware. Before leaving, they checked to find out if the Grummanites in Charleston



Keep On Truckin. Frank Balengero displays some of the tools used to perform repairs for victims of Hurricane Hugo. Balengero and Grummanite Debbie Kwak spent nine days in the Charleston, South Carolina, vicinity volunteering their help. (Photo by Gerry Costello)

needed help. Fortunately, they were faring reasonably well. Kwak and Berlangero arrived in Awendaw a week after Hugo and were shocked at the extent of the damage. "Pictures don't do it justice," says Berlangero. "I'd guess that 75 percent of the homes were damaged, many seriously. The Francis Marion National Forest around Awendaw was virtually leveled."

After replacing a roof in Awendaw, Berlangero and Kwak pressed on to Charleston, where local Grummanites put them in

touch with the mayor's volunteer hotline. From then on, their daily itinerary was set up by the mayor's office, which supplied Berlangero and Kwak with a steady stream of elderly and

disabled residents in need of help. They spent the week clearing trees that had crushed porches, roofs, and cars. They tarred and shingled roofs, patched holes in walls and fixed broken windows. All told, Berlangero and Kwak helped a total of 12 needy Charleston area residents. "The people we met were poor, and they had suffered great losses, but there was no self-pity," says Kwak.

Kwak was particularly moved by one elderly couple whose yard was completely covered by felled trees. Although the woman had only one arm, she helped clear the property so that her husband, who was confined to a wheelchair, could again sit on the front porch and see the yard.

"By the end of each day, we were exhausted," says Berlangero. "People were so appreciative that we worked even harder the next day. We made some new friends around Charleston and we hope to go back and visit them soon."

The Search Is On For More Volunteers

A lot of Grumman people volunteer their services — from firefighting to visiting homebound seniors. In upcoming issues, *Grumman World* will highlight the efforts of some of those individuals. It will also list agencies and groups that need volunteers. Some of the work is short-term, just for a weekend, while other positions are for a longer duration.

Here are some non-profit groups that need volunteers: **The Long Island Alzheimer's Foundation** and the Long Island Universities Center on Aging are co-sponsoring an all-day family care givers conference on Saturday, December 9, at L.I. University's C.W. Post campus. Volunteers are needed to help attendees with registration and

direct them to workshops. Call the LIAF's office, (516) 767-9446. **Canine Companions for Independence** — This non-profit organization that trains dogs for the disabled needs volunteers to perform some administrative office work and to help walk the dogs. Call (516) 694-6938. **Old Westbury Gardens** — Applications for its 1990 volunteer program are now being accepted. Available positions are gift shop clerks, receptionists, office clerks, tour guides and in horticulture. All volunteers will be interviewed in January and February, follow an eight week training program in March and April and work once a week from May through October. Call Nancy Gorkin, Old Westbury Gardens, Box 430, Old Westbury, N.Y. 11568; (516) 333-0048.

Readership Survey

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What About My Group?

If you volunteer for a group that needs more people like yourself, drop us a line. To make sure that only legitimate, non-profit groups are listed, all agencies and groups must be approved through the Grumman Employees Contributions Office, (516) 575-3254. Groups and individuals can also write to: Grumman World—Volunteers, Grumman Corporation, A22-GHQ, Bethpage, N.Y. 11714. We'll pass the information to the Employees Contributions Office for approval. Don't hesitate to enlist this service if your volunteer group is located off Long Island. All Grumman sites are invited to participate. For more information, call Grumman World, (516) 575-3293.